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BELIEVE.
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CALDEW
SCHOOL

WHERE EVERY STUDENT

IS SUCCESSFUL TODAY

AND PREPARED

FOR TOMORROW.

POST AND APPLICANT INFORMATION.

PASTORAL MANAGER

Salary: £24,116 - £24,519 (including holiday pay)
Hours: 32.5 hours per week
Contract Term: Permanent
Weeks: 38 weeks during term time + 1 week (INSET/school closure)
Start date: 1st September 2026

Closing date: 12 noon Monday 08 June 2026

Interview date: Friday 12 June 2026

PURPOSE OF THE ROLE:

The Pastoral Manager plays a vital role in promoting the well-being, personal development, and academic engagement of students by providing high-quality pastoral care and support. The role involves working closely with students, parents, teachers and other staff, and external agencies to create a safe, inclusive, and supportive school environment where all students can thrive.

The post holder will be assigned to a specific year group (e.g. Year 9) and will work closely with the Head of Year.

SAFEGUARDING STATEMENT:

Caldew School is committed to the protection and safety of its pupils and expects all staff and volunteers to share this commitment. An online search will be carried out for shortlisted candidates. The successful applicant will be required to undertake a criminal record check via the DBS. Our safeguarding policy can be found at:

<https://caldew.cumbria.sch.uk/our-school/policies-documents/>

EQUAL OPPORTUNITIES STATEMENT:

We are an equal opportunity employer. We want to develop a more diverse workforce and we welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met. We are committed to employing disabled people making reasonable adjustments to support applicants when required

APPLICATION PROCESS:

Please return a completed application form in full ensuring you have provided accurate information, including the names, addresses and relevant contact details of two referees together with your letter of application.

POST AND APPLICATION INFORMATION

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification

Short listed applicants may be screened prior to interview by checking social media. The purpose of this is to ascertain if the applicant demonstrates behaviour that is suitable for employment in a school environment. References will be requested prior to interview.

We are committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

JOB DESCRIPTION:

KEY RESPONSIBILITIES:

Attendance

- Work under the direction of the Attendance Officer and Head of Year to improve the attendance of students in their year group.
- Work with individuals and small groups of identified students to improve their attendance.
- Support reintegration of students returning from prolonged absence.
- Complete wellbeing (home) visits for identified students who have been absent for a period of time

Behaviour

- Investigate incidents and log behaviour concerns
- Facilitate restorative conversations and manage minor conflicts
- Record and produce suspension and exclusion letters.
- Liaise with Heads of Year and SLT about students' behaviour
- Work with individuals and groups on ways to improve their behaviour.
- Provide 'on call' support to staff to assist in resolving behavioural problems.

Safeguarding

- Support the Designated Safeguarding Lead by acting as a point of contact for staff, students and parents, liaising with Social Care and completing Single Referral Forms as required.
- Record safeguarding issues accurately on CPOMS
- Support the development and delivery of Early Help Plans (EHPs) for identified students
- Attend and contribute to Team Around the Child (TAC) and other multi-agency meetings for identified students

POST AND APPLICATION INFORMATION

Pastoral Care and Support

- Build positive relationships with students and families.
- Provide informal mentoring and emotional support.
- Work closely with the SENCo to ensure students with SEND are supported by the Pastoral system.
- Work with individual students and small groups to support students' mental health and wellbeing, signposting parents and students where to get help and support.
- Liaise with teaching staff regarding student support needs.
- Complete referrals to outside agencies, coordinate and record appointments for students in their Year group.
- Support the transition of students into their Year group including at the start of Year 7.

Other Responsibilities

- Maintain accurate records using school systems.
- Attend Year group assemblies, Year Team meetings and twilight CPD sessions.
- Complete and update Medical Needs plans, liaising with the School Nurse Team and other Medical professionals, identifying any potential training needs.
- Run and co-ordinate Student Reception as required including at student break and lunch times.
- Act as a First Aider.
- Undertake other pastoral tasks as directed by the line manager and the Headteacher.

ORGANISATION

Responsible to: Head of Year

STAFF MANAGEMENT RESPONSIBILITIES

1. To assist other team members
2. To demonstrate own duties to other staff
3. To provide advice to the Senior Leadership Team

RESOURCES RESPONSIBLE FOR:

Example

- Equipment
- Highly sensitive personal data

JOB WORKING CIRCUMSTANCES

A: Emotional Demands – Occasionally dealing with distressing situations	2
B: Physical Demands – Normal light lifting	1
C: Working Conditions – Normal acceptable conditions working inside	1

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PERSON SPECIFICATION:

	ESSENTIAL	DESIRABLE
Qualification/Training/ Competences	<p>NVQ 2 or equivalent qualification or experience in relevant discipline.</p> <p>Good numeracy/literacy skills.</p> <p>GCSE grade C or equivalent in Maths and English.</p>	<p>Evidence of further training in school-based support.</p> <p>Training in mental health, behaviour support and restorative practice.</p> <p>First Aid qualification.</p>
Relevant Experience	<p>Experience of working with young people in a support, school or youth setting.</p>	<p>Previous experience in a school environment in a pastoral role.</p>
Knowledge	<p>Understanding of safeguarding and child protection principles.</p> <p>Good keyboard skills.</p> <p>Strong administrative and organisational ability.</p> <p>Use of the full range of Microsoft office suite including excel, word and outlook.</p>	<p>Knowledge of relevant policies/codes of practice & awareness of relevant legislation.</p> <p>Familiarity with Early Help, CPOMS and school data systems.</p> <p>A working knowledge of SIMS.</p>
Skills	<p>Ability to form positive professional relationships with students and families.</p> <p>Excellent communication, listening and de-escalation skills.</p> <p>Flexibility to work constructively and efficiently as part of a team.</p>	

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	<p>Ability to maintain confidentiality and clear professional boundaries.</p> <p>Ability to use own initiative and take responsibility for your own work.</p>	
Special Circumstances	Occasional attendance at meetings outside normal hours.	